



**CITY OF HOUSTON**  
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December 7, 2015

**SUBJECT:** Letter of Clarification No. 4

**REFERENCE:** Request for Proposal No. S10-T25585  
CAR-SHARE HOUSTON PILOT PROGRAM

**TO:** All Prospective Proposers:

This Letter of Clarification is issued for the following reasons:

- A) Regarding the M/WBE participation requirement of this RFP, Proposers are asked to provide documentation on any former contracts with a participating M/WBE component on contracts for programs in other cities, or contact information references used. If there has been no known M/WBE participation on previous contracts, the Proposer shall state this information also.
- B) Part 2, Scope of Work, Article 6.2 Service Area, Page 6 of 37, the following Provision has been **revised**, and now shall read:  
*"Service Area – The pilot Car-Share Houston service area shall be defined by the City of Houston map, as shown in Exhibit A, as the boundaries for the service area are Spur 527, US 59 and IH-45."*
- C) The following questions and City of Houston responses are hereby incorporated and made a part of the Request for Proposal:

**1. Proposer Question:** "With a limit set to 10 designated parking spaces would that also mean 10 free floating point-to-point vehicles? If not, how many?"

**COH Answer:** *"The vendor should determine the number of vehicles necessary for 10 spaces."*

**2. Proposer Question:** "What are the intended limits of expansion for number of designated parking spaces or free floating point-to-point vehicles, and within what timeframe could they be expanded?"

**COH Answer:** *"At this time, the City has no limits for the program. The City intends on contracting with the selected vendor for five years and the expansion timeline will be developed as part of the contract."*

**Council Members:** Brenda Stardig Jerry Davis Ellen R. Cohen Dwight A. Boykins Dave Martin Richard Nguyen Oliver Pennington Edward Gonzalez  
Robert Gallegos Mike Laster Larry V. Green Stephen C. Costello David W. Robinson Michael Kubosh C.O. "Brad" Bradford Jack Christie  
**Controller:** Ronald C. Green

**3. Proposer Question:** "Is there any intention to service more than just the Midtown District during the pilot program? If so, how much area in square miles (or) which neighborhoods?"

**COH Answer:** *"Yes. If the Midtown pilot is successful, the City is willing to consider locations outside of Midtown. The neighborhoods will be identified as the pilot proceeds."*

**4. Proposer Question:** "Is there potential to be granted access to Residential Permit Parking areas for a fee?"

**COH Answer:** *"Not at this time."*

**5. Proposer Question:** "How many metered spaces are within the Midtown District? How many metered spaces (in total) are in Houston?"

**COH Answer:** *"9,200 metered parking spaces in Houston. There are 796 spaces in the Midtown District."*

**6. Proposer Question:** "The map shows 10 locations. You mentioned that ARA is flexible with these locations. Please explain. Is there room for growth in the future?"

**COH Answer:** *"Flexibility is currently within the Midtown District as specified in the map. The potential to increase the number of locations outside of Midtown will depend on usage. The City anticipates a successful Midtown pilot that would justify the replacing of public parking spaces 'on-street' with designated car-share zones."*

**7. Proposer Question:** "Is there any special requirement for the technology used in vehicles?"

**COH Answer:** *"See Sections 6.12.1 and 6.12.2 of the RFP solicitation document."*

**8. Proposer Question:** "The Signs will be made by the ARA and paid for by the CSP. How about the installation of these signs? What size?"

**COH Answer:** *"ARA will install the signs. The size of the signs will be standard parking signs which are typically \$300 per zone including the pole."*

**9. Proposer Question:** "We are a relatively small company compared to the other Giant stock market companies. Our financial statement is not going to be anywhere close to theirs. How is that going to affect our score. Will we automatically lose on that point?"

**COH Answer:** *"Regarding requirements and Evaluation purposes, Financials are worth 10% of the overall evaluation scoring. All Proposers are to submit what is requested under the Financial Strength Requirements criteria. Provide what you are able to, and your firm will be scored accordingly on how your firm meets the RFP's requirements."*

*Partnering to better serve Houston*

*Letter of Clarification No. 4 (cont.):*

When issued, Letter(s) of Clarification shall automatically become a part of the RFP documents, and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. It is the responsibility of the Proposer to ensure that they have obtained any such previous Letter(s) associated with this solicitation. By submitting a response on this Proposal, Proposers shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this RFP.

Should you have any questions or need further clarification regarding this Proposal, please contact Greg Hubbard at [greg.hubbard@houstontx.gov](mailto:greg.hubbard@houstontx.gov), or at 832.393.8748.

Sincerely,

*Greg Hubbard*

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James G. Rodriguez Mike Laster Larry Green Stephen C. Costello Andrew Burks Melissa Noriega C.O. "Brad" Bradford  
Jack Christie **Controller:** Ronald C. Green